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DEBRA EUCKER  
COMMISSIONER



## MEMORANDUM

TO: Jojuana Leavell-Greene, Branch Manager  
PVA Administrative Support Branch

FROM: Debra Eucker, Commissioner *DE*  
Department of Law

DATE: April 24, 2003

RE: Part Time Employees

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By statute KRS 18A.005, part-time employees are required to work less than 100 hours. A part-time employee is only eligible for holiday pay, court leave, military leave, compensatory time and voting leave. They are not eligible for annual time, sick time or retirement. Nor do they earn service credit for the month if they work less than 100 hours. They are also not eligible to participate in the state sponsored health and life insurance programs.

I have checked with State Personnel and there is no policy whereby after working so many months over 100 hours, an employee is presumed to be full-time. State Personnel apparently takes the position that no one should allow a part-time employee to work over 100 hours. If we do allow a part-time employee to work over 100 hours, we do become liable to pay that employee benefits. This could be discovered in a State Personnel audit or the employee could claim them.

I would suggest that we explain to the PVAs about the strict policy that part-time employees never be allowed to work over 100 hours. If a PVA allows a part-time employee to work over 100 hours, the PVA office should be billed for the compensation.

DHE/lcs

*\*Deputy should not be scheduled to work on Holidays*

